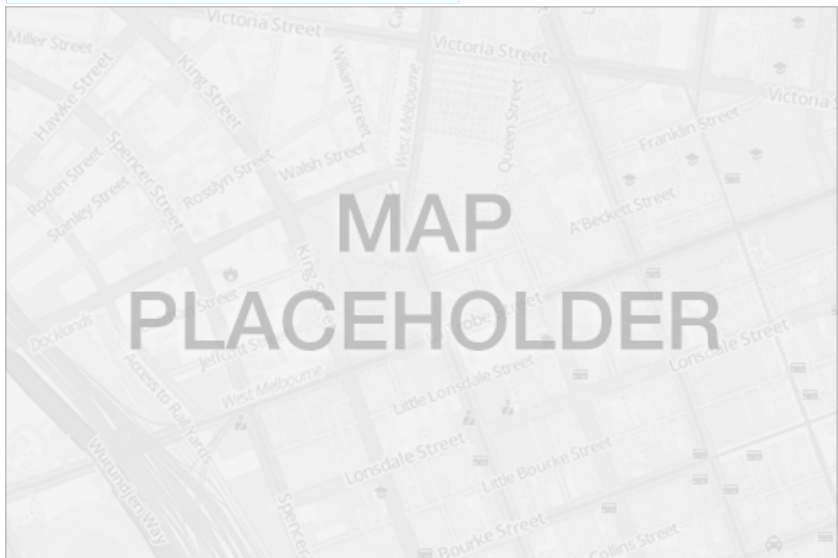


Applicant Details

Legal name of your organisation

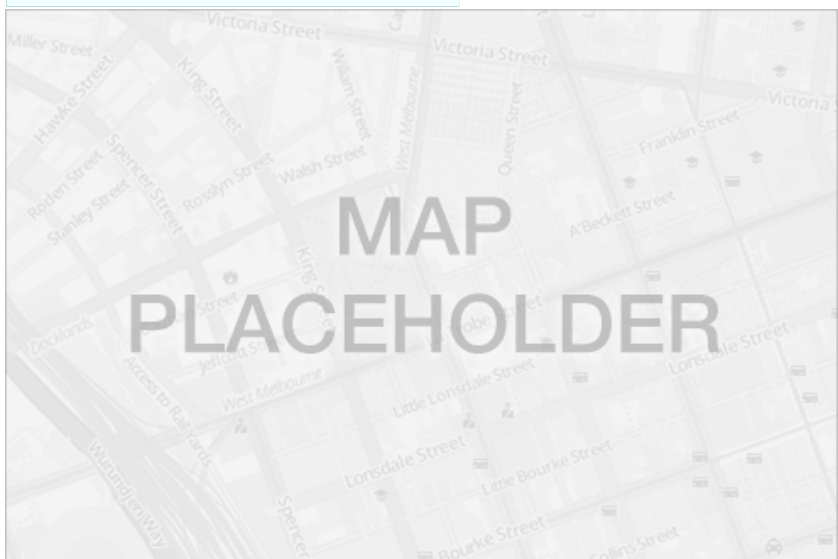
Street address

Address



Postal address

Address



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Phone number

Must be 8 digits - e.g. 01 2345 6789 or 0123 456 789

Organisational email address

Website

Must be a URL

Facebook

If your organisation has a Facebook page include the URL here.

Twitter

If your organisation is on Twitter include the URL here.

ABN (The ABN must relate to the organisation supplying the invoice for payment of the grant.)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Name of your federal electorate

Contact Details

Provide details of the person within the organisation who will be accountable for the management, reporting and financial control of the project. Please note that these details may be published on the NLA website in the CHG Final Project Report.

Contact name

Title

First Name

Last Name

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Position within organisation

Phone number (business hours)

Must be 8 digits - e.g. 01 2345 6789

Mobile phone

Must be 8 digits - e.g. 0123 456 789

Email address

Your Organisation

* indicates a required field

Tick one box ONLY which best describes your organisation: *

- Archive
- Art gallery
- Community group*
- Historical society
- Indigenous group
- Library
- Local authority
- Multicultural group
- Museum
- Religious group
- University organisation
- Cultural heritage professional association (for training projects)
- Other

No more than 1 choice may be selected.

*Community groups include but are not limited to sporting clubs, craft and visual arts guilds, design groups, performing arts and literary groups, schools, disability groups, health organisations, ex-service organisations, progress and professional organisations, agricultural societies, and environmental groups.

Describe your organisation and its history *

Word count:

Maximum 250 words.

Your Organisation's Budget

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Funding Budget

Provide an estimate of your organisation's expected funding sources in 2022/23.

This table should reflect funding for YOUR organisation, NOT the parent body of your organisation.

Click on **Add More** for extra lines.

Source of funding	\$ (AUD)
Membership / subscription	\$
Admission fees	\$
Fundraising	\$
Donations	\$
Funding from your parent body (if applicable)	\$
Local government	\$
State government	\$
Federal government	\$
Grants	\$
Private	\$
Other	\$
	\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

If your organisation has received additional cash or in-kind support for your proposed CHG project (perhaps from a parent organisation, interested group or other grants programs), please provide verification of the details.

Attach letter or other verification

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Has your organisation previously received a Community Heritage Grant?

- Yes
 No
 Unsure

Must be no more than 1 choice selected

If Yes, please record previous CHG application number(s) if known (eg 2019/123 significance assessment)

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If your organisation has received any grants (other than CHG) for collection management, preservation or training activities in the last five years, provide details of the latest two grant projects.

Details	Project 1	Project 2
Name of Grant Program	<input type="text"/>	<input type="text"/>
Project Title	<input type="text"/>	<input type="text"/>
Amount	<input type="text"/>	<input type="text"/>
Grant period	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Your Proposed Training Project

* indicates a required field

Training Project Title *

Maximum 25 words, eg Preventive Conservation Training for the [name] collection

Describe the training project your organisation wishes to undertake.

Word count:

Must be no more than 300 words.

Include the name of the training, name and qualifications of presenters, topics, costs and estimated number of attendees.

Attach the CV of the trainer.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

How will the training benefit your organisation and your collection? Will it benefit other organisations?

Must be no more than 300 words.

Have you formed a partnership with any other organisation to host/participate in the training? If yes, provide details.

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Must be no more than 250 words.

Why is the training appropriate for your organisation, including value for money considerations? Provide details.

Must be no more than 250 words.

How will the training project be managed?

Must be no more than 250 words.

Project Budget

DETAIL YOUR PROPOSED PROJECT BUDGET EXPENDITURES IN THE TABLE BELOW.

Please note the following when completing your budget table:

- Grant total requested by an organisation **MUST NOT** exceed **\$13,630 ex GST / \$15,000 inc GST** in one calendar year. This maximum limit applies to the combined value of all applications submitted by the one organisation in a single year.
- Your budget items should directly relate to items in your project description (**Your Proposed Training Project**).
- **Requested budget items must be eligible.** Ineligible items include project management fees, salaries/wages, office equipment/fitout.
- Attach quotes to support all other budget expenditure including associated travel and accommodation costs for training providers. Information about calculating expenses can be found in [ATO Tax Determination 2021/6](#) and the [ATO Cents per kilometre method](#) if the training provider will drive to your organisation.
- If your proposed project depends on additional funds provided by your own organisation, this should be detailed in the "additional cash or in-kind support" question of the **Your Organisation's Budget** section.
- Click on **Add More** if extra lines are needed.

**Requested Project budget items
(consultant costs, activities and
materials)**

Grant request (excluding GST)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Project budget totals

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Total grant request (excluding GST)

\$

This number/amount is calculated.

ATTACH QUOTES FOR ALL REQUESTED BUDGET ITEMS INCLUDING ANY REQUIRED TRAVEL (FLIGHTS).

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Your Collection

Cultural heritage associations without collections are not required to complete this section.

Describe your organisation's entire collection, including the size and the types of material. If the proposal focusses on part of the collection, please provide additional detail on the relevant collection material.

Word count:

Must be no more than 250 words.

Attach supporting documents if applicable, including significance assessment or preservation needs assessment reports.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Describe how your collection (or the collection material that is the subject of the application) is managed, including who manages or is responsible for the collection, if it is catalogued and how it is stored.

Word count:

Must be no more than 250 words.

Attach supporting documents if applicable.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

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Describe how your collection is made available to the public and main user groups (e.g. exhibitions, displays, online access, publications, access by researchers).

Word count:

Must be no more than 200 words.

If your collection is digitised, is it available in Trove?

- Yes
 No
 Not digitised

Must be no more than 1 choice selected

Does your organisation own the collection?

- Yes
 No

Select one choice only.

If no, your application must include a signed letter of consent from the legal owner and their contact details below.

Owner name

Title

First Name

Last Name

Organisation (if applicable)

Owner Phone Number

Attach letter of consent.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

National Significance of Your Collection

Cultural heritage associations without collections are not required to complete this section.

The national significance of the collection/s as outlined in [Significance 2.0](#) is considered in assessing all CHG applications.

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This criteria includes:

- historical significance: whether it is associated with an important historical event, or contributed to changing the course of Australian history;
- whether nationally prominent people are represented;
- scientific or research value;
- social, spiritual or cultural impact;
- provenance: whether its previous owners or how it was used is documented;
- uniqueness; and
- condition of the material; whether it is complete or intact.

Why do you think your collection is of national significance? Please refer to the findings of the significance assessment report, if available.

Word count:

Must be no more than 250 words.

Declaration

* indicates a required field

All applicants must print a copy of the Declaration Form below, to be signed by the Director/President of the organisation and the Project Manager. If the Director/President and Project Manager is the same person the form must be signed by another official officeholder. The document should then be scanned and uploaded to the application as an attachment.

- [Declaration Form](#)

Attach signed Declaration Form: *

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Attachments Checklist

Attachments included with your application help our assessors to understand your collection and fully assess your application.

Tick all the listed documents that you have attached to this application:

- Significance Assessment
- Preservation Needs Assessment
- Photographs
- Quotes for Budget Items
- Letters of support (for the project) / References
- In-kind support letter

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- Collection description documents
- Letter of approval from collection owner
- Trainer CV
- Other:

List and attach any other relevant documents.

Attach a file:

• Click on the Browse button • Select the file on your computer • Click Open and you will then see the file uploaded.

Feedback

* indicates a required field

How did you hear about Community Heritage Grants? *

- CHG e-flyer
- Internet
- Local government
- Local media
- Member of Parliament communications
- Museums & libraries
- Newsletter
- NLA website
- Previous recipient/applicant
- Professional network (including consultant)
- Social media
- Word of mouth

Please tick all applicable boxes

Have you used SmartyGrants previously? *

- Yes
- No

Must be no more than 1 choice selected

How would you rate the online application process for training projects? *

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Did you experience any difficulties in completing the application for training projects? *

- Yes
- No

Must be no more than 1 choice selected

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Form Preview

If yes, explain here.

Word count:

Must be no more than 150 words.

Please provide any additional comments and/or suggestions here.

Word count:

Must be no more than 150 words.

Thank you for your feedback on the CHG application process.